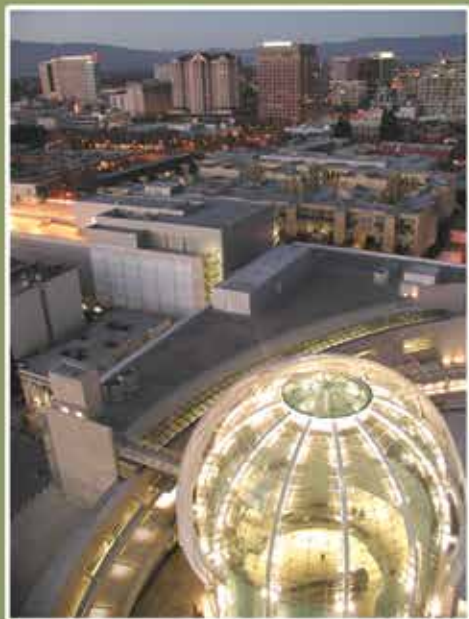
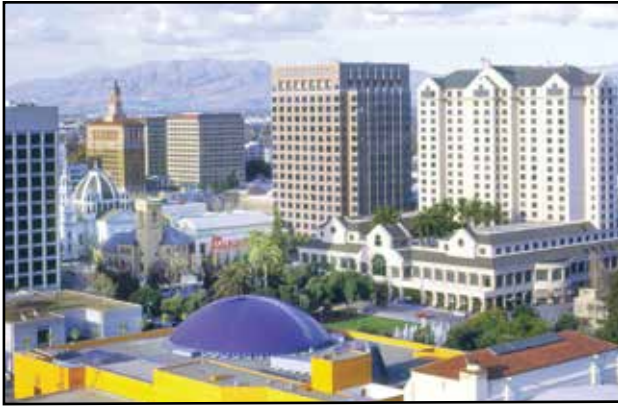




DEPUTY DIRECTOR OF FINANCE – TREASURY



The City of San José seeks a dynamic public finance professional to manage a high-performing treasury management team, \$1.5 billion in investments, \$5.1 billion in outstanding debt, and revenue collection efforts totaling over \$350 million.



THE COMMUNITY

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With approximately one million residents, San José is the third largest city in California and the 10th largest city in the country. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States. Although it was once an agrarian community, San Jose’s transformation into a technology center has led to the City housing the largest concentration of technology expertise in the world.

San Jose’s quality of life is unsurpassed. Located roughly 50 miles south of San Francisco, the City enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. San José has received accolades for its living and working climate from publications including *Business Week* and *Money* magazines as well as other national media.

Fifteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the city include San José State University, Santa Clara University, Stanford University and two University of California campuses.

CITY GOVERNMENT

The City of San José is a full service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two

four-year terms. In the past year, San José has elected a new Mayor and the City Council has appointed a new City Manager, both with long, extensive ties to the community. Department heads are appointed by the City Manager with confirmation by the City Council. San José also actively engages citizens through Council appointed Boards and Commissions. City operations are supported by 5,928 positions and a total budget of \$2.9 billion for the current 2015-16 fiscal year.

Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

THE FINANCE DEPARTMENT AND TREASURY DIVISION

San Jose’s Finance Department is responsible for providing core financial services including: banking and investments, debt management, revenue collections, accounting and financial reporting, procurement, and risk management. The Finance Department is focused on effectively managing the City’s financial resources and providing excellent service to the City, its residents and businesses, while building its capacity through the effective use of technology and the professional development of its people.

Mission of the Finance Department

To manage, protect, and report on the City of San Jose’s financial resources to enhance the City’s financial condition for our residents, businesses and investors.

The Treasury Division is the largest work unit in the Finance Department and includes the following major functions: banking and investments; debt issuance and management; accounts receivables; payment processing; revenue compliance monitoring and collections; and business tax administration.





High Priority Treasury Division Programs and Projects

Important priorities in which the Deputy Director is expected to play a key role include:

Technology System Implementation – Business Tax Billing and Revenue Collections

Investment Management – Implement tools and methods to improve yield and control risk

Debt Issuance – Wastewater Facility modernization, Energy Efficiency, Affordable Housing

Tax Administration and Audit Programs – Ensuring proper payment to the City

Integration of Successor Agency Functions – All financial functions into City systems

Build Division Staff Team – Through leadership and workforce development strategies

THE POSITION – DEPUTY DIRECTOR OF FINANCE – TREASURY

The Deputy Director of Finance Treasury will be a key member of the Finance Department's Senior Staff Team and play a primary role in managing the day-to-day operations and functions of the Treasury Division. He/she will be expected to plan and support the strategic direction of the Department and Division, manage special projects, and oversee the effective delivery of numerous complex financial functions. The Treasury Deputy Director will lead a team consisting of a Division Manager, Investment Officer, Debt Administrator, and Banking Manager, while having regular interactions with the City Manager's Office, Budget Office, and operating departments providing regular exposure to senior level management.

The ideal candidate will be an effective leader of people with the demonstrated capacity to energize staff and teams around City and Department priorities. A passion for encouraging professional growth, developing staff, and building organizational capacity is highly desirable. The individual needs to be a critical thinker who can identify challenges and opportunities and move the organization forward. The individual must possess strong management

skills to ensure programs and services are delivered effectively and efficiently, that problems get resolved, and details are appropriately covered.

CHARACTERISTICS OF THE IDEAL CANDIDATE

- Conveys a high degree of credibility and possesses a reputation as a knowledgeable financial and/or public administration professional.
- Possesses a solid set of technical skills – experience with portfolio management, debt issuance and administration, and tax and audit program administration – complemented equally with strong leadership and managerial capabilities that are applied in a balanced way to best organize, direct, and lead the team.
- An excellent communicator with well-developed interpersonal skills and a track record of forging healthy and productive working relationships with staff, peers, consultants, customers, and stakeholders.
- Exhibits energy for high performance, an ability to manage competing priorities effectively, and acts decisively and deliberately as needed.
- Stays abreast of industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations.

EDUCATION AND EXPERIENCE

Management experience in a full service municipality or similarly complex public agency or private business is strongly preferred. In-depth knowledge of finance is expected and local government finance is most desired. Six (6) years of financial, public administration, or business management experience. Management supervisory experience is highly desirable. A Bachelor's degree in business, public administration, finance, economics or a related field is required. A Master's degree and/or formal leadership training and education will be considered favorably.





COMPENSATION & BENEFITS

The Deputy Director salary range goes up to **\$163,943**. The salary is supplemented by an attractive benefits package that includes but is not limited to:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance – The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time Off – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays – The City observes 14 paid holidays annually.

Deferred Compensation – The City offers an optional 457 plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program – The City provides a comprehensive range of services through the EAP.

For additional information on the City's benefit plan offerings, please go to <http://www.sanjoseca.gov/index.aspx?NID=707>

APPLICATION & SELECTION PROCESS

The recruitment is open until filled with the first applicant screening occurring after **Friday, September 18, 2015**. To be considered for this challenging and rewarding career opportunity, please immediately submit your cover letter, resume, list of references (who will **not** be contacted early in the process) and current salary to resumes@cpsshr.us. Resume should reflect years **and** months of positions held, as well as size of staff and budgets managed. Please forward your materials to (electronic submissions preferred):



Pam Derby
CPS HR Consulting
Tel: 916 / 263-1401
Fax: 916 / 561-7205
Email: resumes@cpsshr.us
CPS Web site: www.cpsshr.us

Resumes will be screened on an on-going basis in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Finance Executive Management will then select semi-finalists to participate in panel interviews in San José. An appointment is expected subsequent to extensive reference/background checks to be coordinated with the candidates.

